

PPD POLICY ON CO-OP STUDENTS

Introduction

Co-ops in the PPD are hired to work with engineers in the Mechanical and Electrical Engineering Departments, to work with Computer Professionals in the Data Support group (DSG) in the Support Services Department and to work with Scientists in the Scintillating Detector Development (SDD) group of the Technical Centers Department. As of this date, this is a complete list.

Definition

See: <http://fnal.pubs.fnal.gov/employ/coop.html>

The primary goal of the program is to provide the departments with talented help for a defined period of time and to provide the students with relevant real-life work experience. We have found and continue to find that this arrangement is highly beneficial to both parties.

The Co-op program is not seen or designed as a recruitment program and does not have any formal links to positions at the Laboratory. If there are job openings for which a Co-op whose term is finishing would be a good candidate, she/he would of course be encouraged to apply.

Specific Allocations

The Mechanical Department, the Electrical Engineering Department and the SDD group have been assigned 2 Co-op positions each; the DSG has been assigned 1 position. A position means a pair of students who alternate work at the Laboratory for about 1/2 of the year. (Requests may be made for some overlap in the summer).

Requests for Co-op students beyond these allocations are made to the Division Head.

Responsibilities

Each Department has an identified single contact with the Division Office for Co-op students. The Deputy Division Head reviews the personnel requisitions for Co-ops before passing them to the Division Head for approval. *In the absence of a Deputy Division Head, the Division Office staff will ensure that the personnel requisitions go directly to the Division Head for review.* These requisitions are assigned a PPD number and the Division Office keeps a copy. It is expected that the Personnel Requisitions will be updated every few years as appropriate.

Process

Proposals to fill a Co-op position with a specific candidate are to be made by the Department contact person to the *Particle Physics Division Office*. The proposal should be accompanied by an interview evaluation, a copy of the candidate's school record, the name of the person who will be the student's supervisor and some general statement of the work to be done.

Each department will keep the Division Office up-to-date with the status of its Co-ops.

Budget Code SZA is used for these personnel.

Changes affecting Co-op Students

The co-op student is employed as a “full time weekly temporary employee.” Any requests for changes to the alternating semesters of school and work or other issues that arise must be routed to and approved by the Fermilab Cooperative Education Program Office and discussed with the student’s supervisor to ensure that the student’s employment status and benefits are appropriately addressed.